

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, March 26, 2009, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Chair; Jack Krueger, Andy Williams

Excused: Patty Hoeft, Tony Theisen

Also Present: Supervisors Andrews, Dantine, and Wetzel;
Debbie Klarkowski, Nick Evgenides, Lynn VandenLangenberg,
Jayme Sellen, Bob Heimann, John Machnik, Cindy VanAsten, Other
Interested Parties.

I. CALL TO ORDER:

The meeting was called to order by Chair Lund at 5:30 p.m.

II. APPROVE/MODIFY AGENDA:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. APPROVE/MODIFY MINUTES OF FEBRUARY 26, 2009:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

1. COMMUNICATION FROM SUPERVISOR PAT WETZEL RE: REQUEST FOR VIDEO ACCESS OF FULL BROWN COUNTY BOARD OF SUPERVISORS MEETING ON THE OFFICIAL BROWN COUNTY WEBSITE. (REFERRED FROM FEBRUARY ADMINISTRATION COMMITTEE MEETING.)

Supervisor Wetzel stated that he brought this item before the Committee because he has had complaints that people are not aware of the times of these broadcasts and that those people who do not have Time Warner Cable service are not able to view the broadcasts.

IS Director, Bob Heimann stated that now that Brown County has a modern enough website this may be possible. Heimann stated that there is money in the Budget for updates to the website, and he will work with the vendor who designed this website to get additional information and pricing.

Supervisor Krueger asked if it were possible to "live stream" these broadcasts and stated that Brown County is half-owner of the equipment at City Hall. Bob Heimann will also look into this.

Supervisor Andrews recommended that these broadcasts be "bookmarked" in order to make this more user friendly. Supervisor Williams suggested that this be bookmarked by Agenda. Bob Heimann will investigate this.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO REFER TO STAFF. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

2. COMMUNICATION FROM SUPERVISOR BERNIE ERICKSON RE: IN THE SPIRIT OF THE STIMULUS PACKAGE, ERICKSON RECOMMENDS THAT BROWN COUNTY PURCHASE ALL GOODS AND SERVICES FROM LOCAL COMPANIES AND VENDORS WITHIN BROWN COUNTY, WHENEVER POSSIBLE. IF SAID GOODS AND SERVICES ARE NOT AVAILABLE WITHIN BROWN COUNTY THEN SUCH PURCHASES SHOULD BE MADE WITHIN THE STATE OF WISCONSIN BEFORE GOING ELSEWHERE. A POLICY OF THIS NATURE WILL HELP TO STRENGTHEN THE LOCAL ECONOMY. (HELD FROM FEBRUARY ADMINISTRATION COMMITTEE MEETING.) - COMMUNICATION WITHDRAWN BY SUPERVISOR ERICKSON ON 3/17/09.

NO ACTION TAKEN.

- #2a COMMUNICATION FROM SUPERVISOR DANTINNE RE: TO HAVE THE COUNTY AS A WHOLE DRAFT A RESOLUTION THAT WOULD STOP THE RAISING OF FEES FOR STATE USE. (REFERRED FROM MARCH COUNTY BOARD.)

Supervisor Dantinne stated that he brought this forward, because fees are being imposed by the State for services being provided to residents by the County. He suggested that each Department Head submit a list to the Chair of what is being taxed by that Department and give those to Executive Hinz so Hinz can draft a resolution. Legislative Assistant, Jayme Sellen, stated she believed that Corporation Counsel is currently working on this.

Supervisor Krueger indicated that he had a meeting with Supervisor Zima to discuss meeting with the legislators to discuss these types of issues. Supervisor Krueger also stated that he is planning to attend Lobby Day on the entire Budget on April 1, 2009, in Appleton. Supervisor Krueger stated that he is planning to attend Lobby Day in Madison on April 22, 2009, for nursing homes and would like to get a County van so others supervisors could attend.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO FORWARD ANY FEES THAT FALL INTO OUR OVERSIGHT UNDER ADMINISTRATION TO LEGISLATIVE

ASSISTANT JAYME SELLEN OR CORPORATION COUNSEL. Vote taken. MOTION CARRIED UNANIMOUSLY.

- #2b COMMUNICATION FROM SUPERVISOR LUND RE: ASK THAT HUMAN RESOURCES REPORT TO THE ADMINISTRATION COMMITTEE ON THE PROGRESS OF THE LEAN MANUFACTURING INITIATIVE AND THE EXPENDITURES THUS FAR ON THIS EFFORT. (REFERRED FROM MARCH COUNTY BOARD.)

Human Resources Manager, Debbie Klarkowski, provided an outline of the program discussed with NWTC (copy attached). Klarkowski stated that to-date Brown County had paid \$1,500 of the estimated \$9,300, all of which will be paid from the Human Resources Training Budget. The Steering Committee has compiled a list of prioritized projects and will report on these projects as completed.

Supervisor Williams stated that he had concerns about the necessity of a program such as this and the cost involved. He felt that with County employees who are self-starters, this program would not be needed. He stated, however, that he hoped this program works and that we do not spend a lot of money.

Supervisor Krueger stated that he completely agreed with Supervisor Williams based on his own first-hand experience. He stated that he thinks any of these types of programs are wonderful; Brown County had the quality of people mentioned; and he hoped the program worked, and employees are encouraged to continue to contribute suggestions. Krueger also stated that employees should actually have more information as to how improvements could be made.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Dept. of Administration

3. CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING.

Administration Director, Lynn VandenLangenberg, stated that the comments from these reviewers are taken seriously each year and credited the Committee's efforts.

Supervisor Williams stated that it should be the Staff that is congratulated for the continued efforts.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. REQUEST FOR BUDGET TRANSFER (#09-17): INTERDEPARTMENTAL TRANSFER (INCLUDING CONTINGENCY OR GENERAL FUND TRANSFERS): TRANSFER OF FUNDS TO COVER THE FINAL 2009 INDIRECT COST PLAN THAT WAS NOT COMPLETED AT THE TIME THE EXECUTIVE'S BUDGET WENT TO PRINT. THE FUNDS ARE BEING REALLOCATED AND ARE DETAILED ON THE ATTACHMENT.

VandenLangenberg stated this is to adjust allocation from preliminary budget and that the overall Budget has not changed.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE THE BUDGET TRANSFER. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. GRANT APPLICATION LOG FOR MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. 2009 BUDGET TRANSFER LOG.

VandenLangenberg stated that this pertains to grants and donations received by various departments.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE BUDGET TRANSFER. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. ADMINISTRATION BUDGET STATUS FINANCIAL REPORT FOR DECEMBER 31, 2008.

VandenLangenberg stated that this is a preliminary report, which shows a savings of approximately \$280,000 primarily in Salaries and Fringes.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE AND FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. INFORMATION SERVICES BUDGET STATUS FINANCIAL REPORT FOR DECEMBER 31, 2008.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. RESOLUTION RE: INFORMATION SERVICES DEPARTMENT CHANGE TO TABLE OF ORGANIZATION DELETE (1.0 FTE) NETWORK SUPPORT SPECIALIST AND CREATE 1.0 FTE IT CLIENT SUPPORT SPECIALIST.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Human Resources

10. BUDGET STATUS FINANCIAL REPORT FOR DECEMBER 31, 2008 (UNAUDITED.)

Klarkowski pointed out that there is a savings in Salaries and Fringe and Contracted Services for approximately \$200,000 due to vacant positions.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. HUMAN RESOURCES ACTIVITY REPORT FOR FEBRUARY, 2009.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Klarkowski submitted a report listing positions open right now pending analysis to determine if some positions could be streamlined (copy attached).

- #11a RESOLUTION RE: REAUTHORIZATION OF SELF-FUND WORKER'S COMPENSATION.

Risk/Benefits Administrator, Nick Evgenides, stated that the State requires every self-funded public entity to periodically renew a resolution to reassert continued self-funding status.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Facility Management

12. BUDGET STATUS FINANCIAL REPORT FOR DECEMBER 31, 2008.

Supervisor Williams questioned the condition of the Courthouse ceiling damage and when repairs will be made. Assistant Facility Director, John Machnik stated that this was being reviewed. Supervisor Williams asked if stimulus funds would be available for this. Jayme Sellen said a repair was not eligible nor was there a provision for maintaining historical buildings.

Supervisor Krueger raised a concern about the amount of time this has been in disrepair because of the cost of previous restoration. Supervisor Williams concurred and asked whether estimates have been obtained. Machnik stated that an estimate was not available yet.

Chair Lund directed that Courtroom Branch 8 Update be placed on the April Agenda.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. REQUEST FOR BUDGET TRANSFER (#09-15): INCREASE IN EXPENDITURES WITH OFFSETTING INCREASE IN REVENUE: ALLOCATION OF A 2009 GRANT FROM THE WISCONSIN OFFICE OF ENERGY INDEPENDENCE FOR BROWN COUNTY TO PARTICIPATE AS A "25X25 PLAN" PILOT COMMUNITY. THIS ENTAILS COMPLETING A CURRENT ENERGY ASSESSMENT AS WELL AS A WRITTEN PLAN BY DECEMBER 31, 2009, ON HOW BROWN COUNTY WILL BECOME 25% ENERGY INDEPENDENT BY THE YEAR 2025.

Machnik stated this pertains to a \$50,000 grant. Sellen indicated that Brown County was awarded this grant to audit energy systems and that the County Executive's Energy Oversight Committee is working on this.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

- 13a **CLOSED SESSION: FOR THE PURPOSE OF DELIBERATING WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTE 19.85 (1) (E). IN THE ALTERNATIVE, THE EXECUTIVE COMMITTEE IS MEETING FOR THE PURPOSE OF COLLECTIVE BARGAINING AND IS NOT SUBJECT TO THE WISCONSIN OPEN MEETINGS LAW PURSUANT TO 19.82 (1) OF THE WISCONSIN STATE STATUTES.**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO ENTER INTO CLOSED SESSION AT 6:21 P.M. ROLL CALL: LUND, KRUEGER, WILLIAMS. MOTION CARRIED UNANIMOUSLY.

Recording Secretary excused at 6:21 p.m.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RETURN TO REGULAR ORDER OF BUSINESS. ROLL CALL: WILLIAMS, KRUEGER, LUND. MOTION CARRIED UNANIMOUSLY.

NO ACTION TAKEN IN CLOSED SESSION.

Child Support Agency - No agenda items.

Corporation Counsel – Budget Status Financial Report for December 31, 2008. No other agenda items.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

County Clerk - No agenda items.

Treasurer - No agenda items.

Other

14. AUDIT OF BILLS.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

MOTION MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO ADJOURN AT 6:35 P.M. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

HUMAN RESOURCES DEPARTMENT

Brown County

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HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski
Human Resources Manager

RE: Vacant Positions on hold pending analysis

DATE: March 26, 2009

Following is a list of the current vacant positions on hold pending analysis.

Dept.	Position Title	# of Vacancies	A1 - HR Apprv. Date
Highway	Assistant Superintendent	1	On Hold
Highway	Facility Mechanic	1	On Hold
HS/MHC	Clerk II	1	On Hold
Human Services	Clerk I	1	On Hold
Human Services	Administrative Secretary	1	On Hold
Treasurer's	Account Clerk II	1	On Hold
County Clerk	Account Clerk I	1	On Hold
Administration	Grant Program Coord	1	On Hold

Northeast Wisconsin Technical College is pleased to offer Brown County an overview of Lean Practice for their heads of department, managers and human resources staff and technical assistance for the county's Process Improvement Steering Committee.

Principles of Lean / Lean Overview

This eight hour seminar will introduce a systematic approach to eliminating waste in any process and positively implement change. The long-term objective of this training includes cutting lead times, improvement with workplace organization, increasing productivity, and reduction of operating costs. The immediate outcome of this training is to create a common language between department heads as process improvement begins.

Steering Committee Assistance

Jerry Bannon will work with the steering committee to identify the structure, roles and reporting instruments needed for internal project sustainability. Jerry will also assist in helping the committee to identify the first one or two projects. This will take place in 2, four hour sessions with the committee initially and 6, two hour follow-up sessions with the committee as the project(s) are progressing. Three hours of onsite review are also requested to assist with project identification if required.

Investment:

Lean Overview:	8 hours of instruction @ \$194* x 3 groups	\$4656
Instructor Preparation:	3 hours @ \$145	\$435
Materials:	25 page handout for 55 participants @ .06/page	\$82.50

Steering Committee Assistance:

28.5 hour of Technical Assistance @ \$145/hour

(2 four hour session and six 2 hour follow ups) 3 additional hours to be used as consultation

1/2 hour for Executive Committee meeting on February 9, at 6:00pm

4 hours for the meeting with the Union Group and 1 hour of preparation on March 3rd (8:30-12:30)

\$4132.5

Total Investment: **\$9306****